

# The Nuts and Bolts Chapter Handbook

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## 1. Let's Make It Official

A few of your activist colleagues and friends have decided that your community needs an identifiable anti-war group to organize more people to speak out against pre-emptive war, the out-of-control military budget, proliferation of nuclear weapons abroad and at home, and for international cooperation and human rights. You have many other concerns, too, and want to build the foundation for a group that will reach beyond the people you know and survive the ups and downs of your own circle's fortunes.

You are familiar with Peace Action, the largest grassroots peace group in the United States, and are considering becoming a chapter of Peace Action. You've contacted your local state affiliate office, which you looked up on [www.peace-action.org](http://www.peace-action.org). In New York State, you called the state affiliate office at 212-870-2304 or emailed [info@panys.org](mailto:info@panys.org). The state affiliate provided you with this handbook and a contact person who gave you the guidelines below on what it means to become part of the Peace Action network.

## 2. Becoming part of the Peace Action network

There are some guidelines for the relationship between chapters/affiliates and the New York State office of Peace Action (PANYS). They are not strict rules and flexibility can usually be worked out with each chapter.

### ***a) What the chapter can expect from the PANYS affiliate***

1. Affiliation with a long-term organization with a track record and reputation around the state.
2. Access to a database of supporters and members who already exist.
3. Help in recruiting and retaining members.
4. Access to an e-mail alert list.
5. Organizing support and guidance from State staff, and other chapter members and staff.
6. Advice and concrete support (materials, flyers, resources) available from State staff.
7. Access to State office resources like credit card processing, website development and maintenance.
8. One voting seat on the Steering Committee (board) which oversees the state work in the region.

### ***b) What PANYS expects from the chapter***

1. Promote participation in regional and state events



2. Recruit members and supporters for your chapter. Members should pay dues to chapter yearly.
3. Publicize that the chapter is an affiliate of PANYS in press releases, flyers, mailings, letterhead, etc.
4. Regular communications to keep us informed of activities: send us your newsletter, participate in monthly steering committee calls, and occasional in-person meetings.
5. Agree to do grassroots programs consistent with the priorities of PANYS
6. Chapter pays yearly dues to state at an amount of \$5 per member
7. Chapter will appoint a representative to the steering committee and one alternate
8. Regular participation in the Steering Committee conference calls and the Annual Meeting.

### 3. Taking the First Steps

After considering the pros and cons of becoming a Peace Action chapter, the group has decided that you wish to take. Everyone commits to making it official and is ready to take the first steps. You make the rounds of local faith, advocacy, and political clubs, set up a public meeting in a friendly environment, and get to work.

#### **a) Decide on name, address, and phone**

Choose a group name and pick an address and phone number where people can reach you.

As a chapter of Peace Action, be sure to use the words Peace Action in your name. This will give you the added value of being identified with a respected nationwide network.

Consider renting a P.O. Box. It costs about \$70 a year to rent a US Postal Service mailbox. Since you don't have an office, a post office box makes good sense. As board members come and go, the post office box remains a consistent mailing address where people can reach you.

Is there someone in your group who is willing to use their phone number as the contact number for the group? That's fine. If not, it is fairly inexpensive to set up an answering service. Voice Nation [www.voicenation.com](http://www.voicenation.com) provides telephone answering service for 23.95 a month. The messages can be emailed to someone as an attachment.

#### **b) Adopt some provisional bylaws.**

Some banks ask for a set of bylaws when you open an account. A sample set of chapter bylaws can be found on page 15. The sample bylaws include the wording (marked in bold) that is required for you to be a Peace Action chapter. The wording is there to ensure that chapters respect the rules and procedures of the national Peace Action organization.

Modify this sample set of bylaws to fit your new group's needs.

### **c) Choose an acting chair, a treasurer and a secretary**

To get started, elect an acting chair, treasurer and secretary so that you can open a checking account and collect dues. (The bylaws can spell out when the next election will be for your first full slate of officers and Board members.)

### **d) Get a free checking account at your local bank**

Find a bank in your community that offers free checking accounts to local non-profits. In order to open a checking account, you usually need 2 documents:

1. BYLAWS for your group.
2. An UNINCORPORATED RESOLUTION. A sample resolution can be found on page 14.

This resolution, signed by the secretary, gives your acting officers authority to sign checks for the group.

### **e) Sign up members and collect dues**

You are ready sign up members and collect chapter dues. The dues will enable you to get the word out with mailings and leaflets about the new Peace Action chapter.

Together decide on a reasonable dues structure that doesn't exclude students or people on a fixed income. The folks who gather for the first meeting are the group's first dues-paying members. Keep dues collection simple and easy to manage for the Treasurer.

Create a membership form (see sample on page 13) to take around to other people who you know are interested in being part of your new chapter.

## **4. Growing Membership**

Peace Action is a grassroots organization in the true meaning of the term. Our members make these happen in the homes, streets and institutions of their communities. We need to welcome new energy, new leadership, and new faces into our chapters. There are many ways to do this - through speaking at community group meetings, tabling at festivals, and putting on interesting programs that are open to the public. Behind the scenes, the care you take with your membership and mailing list is important, too.

### **a) Create a mailing list**

It is straightforward but critical to maintain a mailing list with names, addresses, phone numbers, email addresses, and member status. It's probably easiest to maintain members and non-members in one list. You can use index cards, a spreadsheet, or a simple database.

Below is a sample spreadsheet you can use.



#	First Name	Last Name	ADDRESS1	ADDRE SS2	City	Stat e	ZIP	mail ret'd	E-MAIL	email ret'd	Phone	Notes	Expirati on Date	# members	Updated
4	Dalia	Chase	40 Grove Ave.		Staten Island	NY	10302			-	917-353- 0000	UUCSI	12/31/0 6	1	3/24/ 06
5	Anne	Taylor	399 St. Croix Ave.		Staten Island	NY	10304		<a href="mailto:annetaylorxx@earthlink.net">annetaylorxx@earthlink.net</a>	-	917-602- 0000	SIDA	12/31/0 6	1	3/24/ 06
6	Joan	Wilkins	141 St. Auspicious Place	Apt. 32	Staten Island	NY	10301		Jwilkins00 @aol.com	-	718-442- 0000	UUCSI			3/24/ 06
7	Betsy	Wilson	33 Beeline Ave.	First Floor	Staten Island	NY	10310			-	718-556- 0000	Greens			3/24/ 06

On your mailing list, make a note,

1. If mail has been returned...
2. If an email message has been returned....
3. If the phone number is no longer working...
4. If the person you've added has a connection to another group
5. When you last updated the members information.

### **b) Create a donation list**

Multiple donations are difficult to maintain on your mailing list, so a separate donation list is helpful.

#	First Name	Last Name	Donation Date	Donation Amount	Comment	Thank you sent
4	Dalia	Chase	1/3/06	\$26.00	Dues	Y
5	Anne	Taylor	3/3/2006	\$26.00	Dues	N
6	Joan	Wilkins	3/3/2006	\$26.00	Dues	N
7	Betsy	Wilson	3/3/2006	\$10.00	Donation	Y

Some of the helpful things to keep track of are:

1. The type of donation.
2. Whether or not you have sent a thank you note.

### **c) Keep track of your expenses**

Although your expenses are low, keep track of what has been spent. This will make it easy to report back to the membership at meetings.

First Name	Last Name	Expense Date	Expense Amount	Expense Reason
Beryl	Smith	3/2/06	\$42.00	Copying flyers
Sam	Daniel	3/15/06	\$37.00	Stamps for mailing



Peace Action New York State

First Name	Last Name	Expense Date	Expense Amount	Expense Reason
	Peace Action	3/3/2006	\$70.00	P.O. Box payment

Keep track of the expenses of your group.

Ask members who need reimbursement for expenses to fill out an expense form. See sample on page 20.

#### **d) Create a logo & put it on everything**

Your group needs a logo that people will recognize - preferably with the words Peace Action, in it. Use this logo on everything you print: letterhead, membership forms, banners, flyers, t-shirts, web pages—everything.



#### **e) It doesn't have to anything fancy**

It is not necessary to have special letterhead printed out. A simple WORD document with your logo and address is all you need. See sample on page 21.

#### **f) Take a sign-up sheet and member forms with you everywhere**

- Tabling/petition drives
- Vigils & Marches
- All Events
- Bus rides
- Film Series

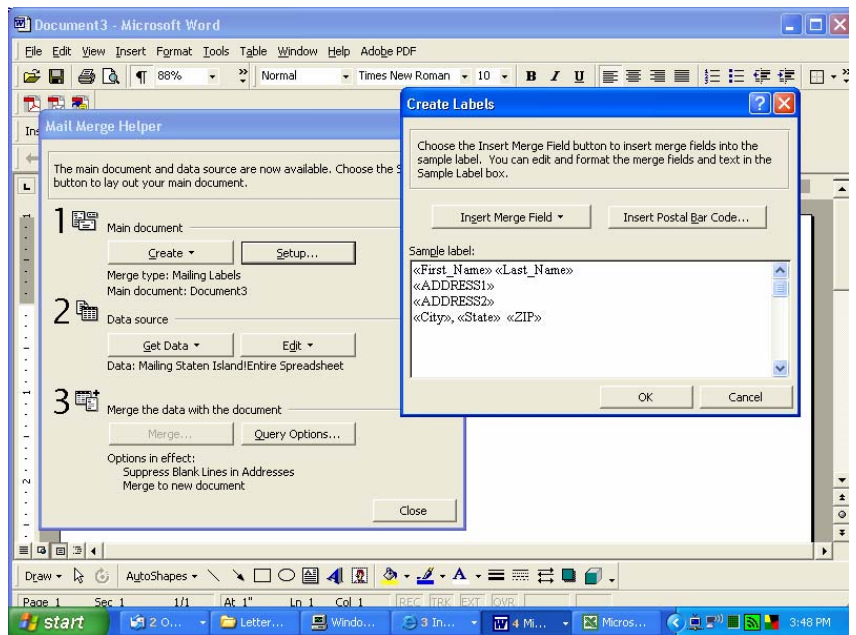
### **5. Getting the message out by mail**

#### **a) Mail the old fashioned way by creating labels with WORD Mail Merge**

- In a new Word Document, do the following:
  - Select Tools
  - Select Mail Merge



- Select Create
- Select Mailing Labels
- Select Open Data Source
- Select your spreadsheet
- Select entire spreadsheet or printarea
- Select Set up Main Document
- Select form 8160 (if you are using standard 30 labels per page)
- Insert Merge fields
- «First Name» «Last Name»
- «ADDRESS1»
- «ADDRESS2»
- «City», «State» «ZIP»
- Press OK
- Select Merge
- Print merged document





### **b) Mail using the USPS online service**

The USPS provides a new online service that allows you to upload documents and addresses. You can order postcards, self-flyers, letters, newsletters, etc. on line. The service does the mail merge, printing and mailing for you. It can save you time and money.

- Go to [www.usps.com](http://www.usps.com)
- Select Send Cards, Letters, & Flyers
- Select Reach Customers
- Select the product you want, e.g., Send Flyers
- You can estimate your cost before setting up and ordering the mailing. Below is an estimate for 100 self-mailer flyers on canary colored paper.

Category	Description	Unit Price	Quantity	Amount
<b>Production Costs</b>	Printing and finishing for Flyer (Self-Mailer) using Black and White(\$0.096) 2 page(s) as double-sided on Canary 24#(\$0.027)	\$0.123	100	\$12.30
			<b>Production Costs subtotal</b>	\$12.30
<b>Postage Costs</b>	Postage (Automation first class letter)	\$0.326	100	\$32.60
			<b>Postage Costs subtotal</b>	\$32.60
			<b>Total Price</b>	\$44.90

### **c) Bulk Mail (section to be added)**

## **6. Getting the message out by Internet**

### **a) Set up a free email address for your group**

You can set up free email addresses for your group at [www.google.com](http://www.google.com), [www.yahoo.com](http://www.yahoo.com), [www.hotmail.com](http://www.hotmail.com), or other service sites.



### **b) Set up a free moderated or unmoderated listserv for your group**

You can set up a free moderated or unmoderated listserv for your group at [www.yahogroups.com](http://www.yahogroups.com) or other service sites. The moderated listserv can be used for announcements; the unmoderated listserv can be used for discussion between group members.

### **c) Put up your website**

Peace Action New York State will help you put up a website for your group. Contact the PANYS office at 212-870-2304. Make sure that the [www.panys.org](http://www.panys.org) website has a link to your homepage.

### **d) Post your events on Internet calendars**

Make sure that your events are posted on local and national Internet calendars, such as [www.unitedforpeace.org](http://www.unitedforpeace.org) or other online calendars.

## **7. Getting the message out to the press**

Use letters to the editors, phone calls to the City Desk, and Press Releases to get the word out to the press about your events. See page 22 for a sample press release.

## **8. Connecting state-wide and nation-wide**

### **a) Opportunities to connect state-wide**

- Stay current with other chapters by joining the PANYS listserv. At least two people from your group should be on the listserv in case one person is unavailable. If you are not on, send a note to Melissa at [Melissa@panys.org](mailto:Melissa@panys.org) to sign up.
- Join in the monthly state conference calls - every third Monday of the month from 8 to 9 PM. Email [Melissa@panys.org](mailto:Melissa@panys.org) for more information.
- Use the PANYS website [www.panys.org](http://www.panys.org) as a resource. It has a history of alerts and many other resources.
- Keep the list of Peace Action NYS contacts handy. Please feel free to call on the state staff and other chapters for help and advice whenever you need it. See Peace Action NYS contact list on page 12.
- Come to the annual state conference
- Participate in state-coordinated Peace Voter campaign on congressional election years
- Respond to state-coordinated alerts - congressional call-in days, letter-writing campaigns, petition drives, etc. Make sure you are on the alert list. Email [Melissa@panys.org](mailto:Melissa@panys.org) to get added.



- Become involved in PANYS programs, development, events, and activities as a way of furthering the reach of your community's ideas and being inspired by others. The PANYS Steering Committee is made up of volunteers like you and welcomes your participation.

### ***b) Opportunities to connect nation-wide***

- Use the Peace Action National website [www.peace-action.org](http://www.peace-action.org) as a resource. It has a wealth of information.
- Get a hold of the national grassroots organizer materials to see what is going on around the country and plug into a larger network.
- Join in national strategy calls and other calls on specific topics.
- Come to the annual national conference, to be held in 2006 at Wayne State University in Detroit, Michigan from July 14-16.
- Participate in the Peace Quilt. Email Christine Brunner at [c\\_brunner@adelphia.net](mailto:c_brunner@adelphia.net) for more information.
- Participate in United for Peace and Justice coalition activities, such as April 29<sup>th</sup> March in NYC.

### ***c) Help build the Student Peace Action Network (SPAN)***

Help us build the youth and student movement for peace. While many of Peace Action chapters and affiliates are doing great work to support local youth activist, these groups are often not connected with SPAN. You can help SPAN connect with local youth and student groups, organizers or adult allies in your area by contacting SPAN, 1100 Wayne Ave., Suite 1020, Silver Spring, MD 20910, fax 301-865-0850.

## **9. Is It Time to Incorporate?**

You are now an established chapter with over 100 members and several activities. You want to apply for some grants to do educational work in the schools or hire an intern to work on counter-recruitment. Maybe it's time to incorporate as a 501-c4 non-profit corporation.

We ready for a new handbook on taking our chapter to the next level. Who's going to write it? Maybe you!

## 10.PANYS Contacts

<p><b>National Office</b>  <u>Peace Action National</u>  1100 Wayne Ave., Suite 1020  Silver Spring, MD 20910  Tel: (301) 565-4050  Fax: (301) 565-0850  <a href="http://www.peace-action.org">www.peace-action.org</a></p> <p><b>State Office</b>  <u>Peace Action of New York State</u>  475 Riverside Drive, Room 549  New York, NY 10115-0122  Melissa Van, Exec. Dir.  Tel: 212.870.2304  Fax: 212-870-2838  email: <a href="mailto:info@panys.org">info@panys.org</a>  Sally Jones, Chair  email <a href="mailto:sjones1@si.rr.com">sjones1@si.rr.com</a>  Tel. 917-362-0897  Mary Jureller, Co-Chair Upstate  email <a href="mailto:giege3m@twcny.rr.com">giege3m@twcny.rr.com</a>  Stan Romaine, Co-Chair Downstate  Gus Cadieux, Treasurer  John McGuire, Secretary  Carol Husten, At-Large</p> <p><b>Downstate</b>  <u>West Side Peace Action</u>  c/o West Park Presbyterian Church,  165 W.86th St.  New York NY 10024  212-580-1504  Lillian Rydell, chair  email: <a href="mailto:westsidepeaceact@aol.com">westsidepeaceact@aol.com</a>  212-222-2600 (w)</p> <p><u>Brooklyn Peace Action</u>  238 Wycoff Street  Brooklyn, NY 11217  718-625-4001  Henry Florsheim and Jaki Williams  Florsheim  email: <a href="mailto:henryandjaki@earthlink.net">henryandjaki@earthlink.net</a></p>	<p><u>Greenwich Village Coalition for Peaceful Priorities</u>  93 Perry Street, #3  New York City, N.Y., 10014  212-924-5077  Kathy Jacobson, chair  212-989-3123 (h)  email:  <a href="mailto:kjacobsonny@hotmail.com">kjacobsonny@hotmail.com</a></p> <p><u>Peace Action of Staten Island</u>  P.O. Box 201, St. George  Station  Staten Island, NY 10301  718-442-0403  Jane Piazza, Chair  Email <a href="mailto:jpiazza380@yahoo.com">jpiazza380@yahoo.com</a></p> <p><u>New Rochelle Peace Action</u>  57 Holly Drive  New Rochelle NY 10801  Aviva Siegel 914-632-4211  Marilyn Katz 914-632-7420  email: <a href="mailto:avivaks@gmail.com">avivaks@gmail.com</a></p> <p><u>Great Neck Peace Action</u>  35 Arleigh Road  Great Neck, NY 11021  516-487-3786 (h)  516-829-5318 (fax)</p> <p><b>Upstate</b>  <u>Peace Action of Central New York</u>  658 W. Onondaga St.  Syracuse, NY 13204  315-478-7442  Gerry Lotierzo  email: <a href="mailto:sfcny@iqc.org">sfcny@iqc.org</a></p>	<p><u>Western New York Peace Center</u>  2123 Bailey Avenue  Buffalo, New York 14211  716-894-2013 Fax: 716-894-8705  email: <a href="mailto:director@wnypeace.org">director@wnypeace.org</a>  Colin Eager  Candace Fletcher</p> <p><u>Upper Hudson Peace Action</u>  33 Central Ave.  Albany, NY 12210  518-477-4004  Pat Beetle  email: <a href="mailto:Paxpat@mybixx.net">Paxpat@mybixx.net</a></p> <p><u>Chenango Peace Action</u>  174 Warner Road  Norwich, NY 13815-3440  607-334-6095  Chris Brunner  email: <a href="mailto:c_brunner@adelphia.net">c_brunner@adelphia.net</a></p> <p><u>Broome County Peace Action</u>  PO Box 1611  Binghamton, NY 13902  607-724-5157  John McGuire  email: <a href="mailto:johnmcquireus@yahoo.com">johnmcquireus@yahoo.com</a></p> <p><u>Rochester Peace Action</u>  Doug Noble  268 Brunswick St.  Rochester, NY 14607  585-442-3383  fax 585-271-3501  <a href="mailto:jaria9295@aol.com">jaria9295@aol.com</a></p> <p><u>Genesee Valley Citizens for Peace.</u>  Arnold H. Matlin, M.D., F.A.A.P.  3889 North Road  Geneseo, NY 14454  <a href="mailto:ahmatlingvcp@iqc.org">ahmatlingvcp@iqc.org</a>  Phone 585-768-2345  Fax 585-768-7311</p>
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# 11. Samples

## a) Membership Form

Yes, I want to become a member / renew my membership in of **Peace Action of** \_\_\_\_\_.



NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_)) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

*I am pledging financial support*

- \$100  \$75  \$50
- \$26 (regular dues)
- \$10 (senior, student, fixed inc.)
- Other \_\_\_\_\_

*I am interested in working on:*

- Action Committee \_\_\_\_\_
- Communications/Media Committee \_\_\_\_\_
- Speakers Bureau \_\_\_\_\_
- Membership Committee \_\_\_\_\_

For more information: go to [www.panys.org/](http://www.panys.org/) - Call \_\_\_\_\_

Send check to "Peace Action of \_\_\_\_\_" P.O. Box \_\_\_\_\_, \_\_\_\_\_, NY \_\_\_\_\_

## **b) Sample Unincorporated Resolution**

Peace Action of \_\_\_\_\_

I, the undersigned, hereby certify to [bank name], that at a meeting of the Executive Committee of [chapter name] (herein called the "Society") duly called and duly held on the [day] day of [month] [year], the following resolutions were duly adopted, and that said resolutions have been entered upon the regular minute book of the Society, are in accordance with the By-Laws and are now in full force and effect.

RESOLVED:

That the officers of this Society, or any more of them are hereby authorized to open a bank account or accounts or safe deposit box from time to time with [bank name] (hereinafter referred to as the Bank), for and in the name of this Society with such title or titles as he or she or they may designate.

That the Chair, Co-Chair and Treasurer signing jointly and their successors in office, and any other person hereafter authorized to sign on behalf of this Society, are hereby authorized to honor any or all thereof and other instruments and orders authorized to be paid by the Bank, including such as may bring about an overdraft and such as may be payable to or for the benefit of any signer thereof or other officer, trustee, agent or employee individually without inquiry as to the circumstances of the issue or the disposition of the proceeds thereof and without limit as to amount.

That the Bank is hereby authorized to accept for deposit for the account of this Society for credit, or for collection, or otherwise, any or all checks, drafts, notes and other instruments of every kind endorsed by any person or by hand stamp impression in the name of this Society or without endorsement.

That the officers of this Society or any one or more of them as indicated in Paragraph 2 are hereby authorized to act for this Society in all other matters and transactions relating to any of its business with the Bank.

That each of the foregoing resolutions and the authority thereby conferred shall remain in full force and effect until written notice of revocation or modification shall be received by the Bank; and the Secretary or any Assistant Secretary or any other officer of this Society is hereby authorized and directed to certify, under the seal of this Society or not, but with like effect in the latter case, to the Bank the foregoing resolutions, the names of the officers and other representatives of this Society, any changes from time to time in the said officers and representatives and specimens of their respective signatures; and that the Bank may conclusively assume that person at any time certified to it to be officers or other representatives of this Society continue as such until receipt by the Bank of written notice to the contrary.

IN WITNESS WHEREOFF, I have hereunto set my hand as Secretary this third day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Secretary

## c) **Sample Bylaws**

### SAMPLE BY-LAWS OF PEACE ACTION OF \_\_\_\_\_

#### Article I - Name

The name of this organization shall be: Peace Action of \_\_\_\_\_.

#### Article II - Purpose and Governance

1. **Purpose.** Peace Action of \_\_\_\_\_ (hereinafter referred to as PA\_\_\_\_) is a non-profit organization with intentions to incorporate as a New York non-profit corporation. It is organized exclusively for social welfare purposes including public education on peace and military and economic policy. As such, (a) no part of PA\_\_\_\_'s net earnings shall inure to the benefit of officers, directors or other private persons, except that it is authorized and empowered to pay reasonable compensation for services rendered and otherwise to make payments and distributions in furtherance of its purposes; and (b) PA\_\_\_\_ shall take only actions permitted an organization exempt from taxation under 501(c)(4) of the Internal Revenue Code and pertinent Income Tax Regulations, as amended and as they may be amended.
2. **Governance.** PA\_\_\_\_ is an affiliate of Peace Action ("National Peace Action"), a District of Columbia nonprofit corporation, and PA\_\_\_\_'s officers and Board of Directors shall take all actions or, where appropriate, refrain from actions necessary to comply with pertinent National Peace Action policies, procedures and programs. PA\_\_\_\_ acknowledges that its use of the name Peace Action or any portion or variation thereof is contingent on compliance with such policies, procedures and programs.
3. **Specific purposes** of Peace Action include the reduction and eventual elimination of all weapons of mass destruction, the implementation of a sane foreign policy, the recognition of human rights, cooperation with international law, and the establishment of social conditions that reduce the threat of war, such as the elimination of hunger and disease, a more just distribution of wealth, and better communication and understanding among cultures. The purpose of PA\_\_\_\_ is to help all members of our community to "think globally" about these things and to "work locally" to set them in motion as far as that is possible on a local scale.

#### Article III - Members

A member of this organization is any individual person or organization desiring to support our purposes, who has registered with the Secretary or the chairperson of the Membership Committee, and paid the annual membership fee as set forth by the Board of Directors. In order to be a voting member, members must have paid their dues at least 30 days in advance of the vote. An organization shall have only one vote that shall be cast by an individual authorized by that organization.



#### Article IV - Board of Directors

1. There shall be at least \_\_\_ and no more than 15 directors. Directors include the Officers of the organization and members-at-large. For the first election after which these bylaws become effective, the number of directors shall be \_\_\_\_\_. For the subsequent years, the Board of Directors will determine whether the number shall be increased or decreased.
2. The members of the Board of Directors shall be elected each year at the annual meeting in accordance with the procedures established under Article VI, Section 2.
3. Any member of the Board who misses five Board meetings in a 12-month period, without extenuating circumstances, will be asked by the Board to resign. A majority of the other Board members will decide, in each case, what will be considered extenuating circumstances.
4. If a vacancy occurs on the Board of Directors, the remaining members of the board may appoint a successor who shall serve until the next annual meeting.
5. The Board of Directors shall have general powers to manage and control the affairs and property of the organization. They shall adopt rules for the authorization of expenditures of PA\_\_\_\_ funds and shall adopt budgets for such expenditures. They shall select depositories for funds of PA\_\_\_\_ and shall determine who shall be authorized in PA\_\_\_\_'s behalf to sign bills, notes, receipts, endorsements, checks, releases, contracts and other documents. They shall determine the location of the place of business of PA\_\_\_\_ and shall insure that correct books of account of the activities and transactions are accessible at said location. The certificate of incorporation (if one exists), the by-laws, minutes of meetings and a listing of the members of the Board shall be kept at said location.
6. The Board of Directors, in compliance with Article II, shall not permit any part of the net earnings or capital of the organization to inure to the benefit of any member or other private individual.
7. The Board of Directors may not operate in derogation of the fundamental and basic purposes of the organization as expressed in Article II.
8. The Board of Directors shall determine what the standing committees shall be and what their functions will be. The Board may also establish ad hoc committees from time to time to carry out specific mandates.
9. The Board of Directors shall hold meetings at times and places that they shall determine, preferably monthly but not less than six times per year. Board meetings shall be open to the membership. Standing committees shall be represented at the Board meetings. Members of the organization shall be informed of meeting times and places. The chairperson, the co-chairperson in the absence of the chairperson, or any three Directors, may call unscheduled meetings. The secretary shall give notice of unscheduled meetings to all Board members.
10. A majority of Directors shall constitute a quorum for the transaction of business at a Board of Directors meeting.



### **Article V - Officers**

1. There shall be four officers of the organization.
  - a) The chairperson is responsible for preparing agendas for the general meetings and for the meetings of the Board of Directors., and for facilitating these meetings. The chairperson is also responsible for overseeing the activities of the organization.
  - b) The co-chairperson is responsible for assisting the chairperson and acting in the absence of the chairperson.
  - c) The treasurer is responsible for receiving and disbursing funds and keeping accurate and open financial records. The treasurer shall have authority to deposit funds in banks designated by the Board. The treasurer shall report on the accounts at the general and the Board meetings.
  - d) The secretary shall take minutes of the general and Board meetings of the organization. The secretary shall keep the minutes on file for future reference. The secretary is responsible for keeping the official membership list.
2. The officers shall be elected each year at the annual meeting.
3. Any officer may be removed or suspended by a vote of the majority of the Board's total membership at a Board of Directors meeting.
4. If agreed to by the Board of Directors, instead of having a chairperson and a co-chairperson, there may be two co-chairpersons, equally sharing the duties outlined in a) and b) above.

### **Article VI - Committees**

1. Executive Committee. The Executive Committee shall consist of the Officers. In the event of an emergency or between Board meetings, the Executive Committee may be called upon to exercise some or all of the Board's powers (except powers specifically reserved to the Board by law or delegated to the Board by these By-laws). Any decisions made by the Executive Committee must be ratified by the full Board at the next Board meeting.
2. Nominating Committee.
  - a) The nominating committee shall consist of an odd number of members, but no less than five (5) to be elected by the general membership at the January general meeting as described in paragraph c) below.
  - b) The nominating committee shall present a slate of candidates for the Officers and Board of Directors to the general membership, and act as an election committee following the election procedures laid out in this section.
  - c) At the January general membership meeting, all members of the Nominating Committee shall be nominated from the floor and elected by majority vote of approval.



- d) At the March general membership meeting, the nominating committee shall present a slate of candidates to the general membership. The slate shall be published in a mailing to members prior to the March general membership meeting. Other names for candidacy may be offered at the March general meeting providing such candidates are willing to serve, their candidacy is seconded by at least two other voting members of PA\_\_\_\_\_ and they themselves are voting members of PA\_\_\_\_\_.
  - e) At the May general membership meeting, the election of Officers and Board Members will be held. The nominating committee's slate plus other names for candidacy shall be published in a mailing to members prior to the May general membership meeting. A vote shall be taken on each contested Officer position and on the Board Member positions if other names for candidacy were offered in the March general membership meeting.
  - f) The nominating committee shall be a standing committee until the January following its appointment and shall suggest names to the Board when a vacancy occurs on the Board.
  - g) A majority of the nominating committee must be present to transact its business.
3. Standing Committees. Standing Committees shall be designated by the Board of Directors, as needed, to fulfill various functions, such as membership, fundraising, media and communications, technical support, action, outreach and a speaker's bureau.
  4. Other Committees. The Board from time to time may establish one or more other committees of PA\_\_\_\_\_, which shall have at least three members and serve at the Board's pleasure. Except for committees authorized to act on behalf of the Board, committee members need not be Directors.

#### **Article VII - General Meetings**

1. The Board of Directors shall establish the time and place for the general meetings. The general meetings and their programs shall be announced in notifications to members.
2. Fifteen members or 15% of the membership, whichever is the fewer, shall constitute a quorum for the transaction of business at a general meeting.
3. The annual meeting for the election of the Board of Directors shall be held each year on the third Sunday in May in accordance with the procedures in Article VI Section 2. The time and place of the annual meeting will be posted on the PA\_\_\_\_\_ website and/or PA\_\_\_\_\_ headquarters. The directors may change the date of the annual meeting only upon mailing notifications to members at the members' addresses as registered on the official membership list.

#### **Article VIII - Order of Business**

1. Parliamentary procedures shall be governed by Robert's Rules of Order, latest edition, in the absence of any other provisions in these bylaws. The order of any general meeting of the Association may be suspended by a two-thirds (2/3) vote of the members present and voting.

**Article IX - Member/Affiliate Authority**

1. **Member Authority.** Except as PA\_\_\_\_\_ shall specifically authorize in writing, individual members shall have no capacity or rights to transact business, incur debts, liabilities or any other obligation in PA\_\_\_\_\_’s name or on PA\_\_\_\_\_’s behalf, and shall not be and shall not hold themselves out as agent or principal of PA\_\_\_\_\_.
2. **Affiliate Authority.** Except as National Peace Action shall specifically authorize in writing, PA\_\_\_\_\_ shall not have capacity or rights to transact business, incur debts, liabilities or any other obligations in National Peace Action’s name or on National Peace Action’s behalf, and shall not be and shall not hold itself out as agent or principal of National Peace Action.

**Article X - By-laws Approval and Amendments**

In order to take effect, these bylaws must be distributed to the membership for their review one month before a vote is taken for their approval. The bylaws must be approved at a general membership meeting by two-thirds of the eligible voting members present. Once accepted, the bylaws may be amended by a two thirds vote of the full Board of Directors. **It is understood that any changes to Article II paragraph 2 and Article IX paragraph 2 and this sentence, which are amendable only with express written authorization of the National Peace Action Board of Directors, will be deemed to comply with policies of the National Peace Action Board only upon written approval of that entity.**

Any amendment of these By-laws and any adoption of new By-laws by the Board of Directors must be set forth in the notice of the next general meeting, accompanied by a concise explanation of the changes made. A majority of the eligible voting members present must approve any amendments made by the Board.

**Article XI - Compliance with Law**

PA\_\_\_\_\_’s officers are authorized and directed to take all steps necessary to assure that PA\_\_\_\_\_ operates and transacts its affairs in full compliance with all applicable provisions of law.

As Secretary of PA\_\_\_\_\_, I hereby certify that the foregoing constitutes a complete and accurate copy of its By-laws adopted by its membership on April 3, 2004 and now in effect.

\_\_\_\_\_

Secretary

Date: \_\_\_\_\_

**d) Sample Expense Form**

Peace Action of \_\_\_\_\_  
Expense Form

Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Expenses:

Date	Description	Amount
	TOTAL	

Submitted on \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Please attach receipts to this form.



**e) Sample Letterhead**

Peace Action of Staten Island  
P.O. Box 201, St. George Station  
Staten Island, NY 10301



September 16, 2005

The Honorable Vito J. Fossella  
Congressman  
4434 Amboy Road  
Staten Island, NY 10312

Tel. 718-357-8400 / Fax. 718-356-1928

Attention: Sherry Diamond

Dear Congressman Fossella:

A delegation of Staten Islanders will be in Washington DC on Monday, September 26<sup>th</sup>. We look forward to seeing you in your offices in the capital and are requesting an appointment.

We are anxious to meet with you directly on issues that we consider of interest to Staten Islanders.

Please let me know what time we can meet with you. I can be reached by phone 917-362-0897 or email [sjones1@si.rr.com](mailto:sjones1@si.rr.com)

Thank you in advance for your help,

Jane Piazza  
Chair  
Peace Action of Staten Island

Tel. 718-442-0000

## **f) Sample Press Release**

FOR IMMEDIATE RELEASE CONTACT: Ruth Benson 718-273-4660

October 11, 2004

**Peace Action of Staten Island Presents  
"Islam and the West: Realities of the Muslim-Western Relationship"  
at Wagner College, October 21, 2004**

**STATEN ISLAND, NY -- October 11 --** At a time when fundamentalist Christian and fundamentalist Islamic leaders each try to cast the relationship between these world religions as a struggle between good and evil, Iraq War resister and dissident Army Reservist Ghanim Ahmed Khalil points out the fallacy of these perceptions. His examination of the religious tensions, as well as the political purposes, that feed this slanted view will be the focus of his presentation at Wagner College. The event, "Islam and the West: Realities of the Muslim-Western Relationship", will be staged at Spiro Hall 2, Wagner College, 631 Howard Avenue, on Thursday evening, October 21, 2004 at 7:00 pm, it was announced today by the Staten Island chapter of Peace Action. It is hosted by the ACE program of Wagner College.

...

Khalil, 26, of Staten Island, N.Y., is an American citizen of Pakistani/Kashmiri descent, who currently majors in history at the College of Staten Island. Regarded as one of the most articulate and passionate of military dissenters in the opposition to the invasion of Iraq, Khalil announced before a massive anti-war rally at the United Nations on February 15, 2003 that he would refuse orders to deploy as part of any unilateral military invasion of Iraq.

Khalil served as a supply specialist with the Army National Guard at its Marcy Avenue Armory in Brooklyn, N.Y. for nearly four years. Prior to joining the Guard, he served four years on active duty with the US Marine Corps where he worked in supply at its Parris Island, S.C. basic training base. While assigned there, he assumed the role of Islamic lay leader for Islamic Marines. As such, he advocated with the command for Marines who'd suffered from acts of anti-Islamic prejudice at the base.

Peace Action, the largest grassroots peace organization in the United States, was founded in 1957 as the Committee for a Sane Nuclear Policy and in the 80's merged with the Nuclear Freeze to become SANE/FREEZE. A few years ago, the organization broadened its focus and was renamed Peace Action.

Wagner College's ACADEMIC AND CULTURAL ENRICHMENT (ACE) events support Wagner College's belief that students, faculty, staff, and the larger community are partners in learning.

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